

Month	Treasurer Reporting Tasks	Book Author Luncheon Tasks	Scholarship Tasks	Yearly fees / Tasks
<b>July</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual		1st payment of Scholarship Checks to the recipients	If leadership positions (chair and/or treasurer) have changed notify the bank and set up an appointment to manage bank account signatories.
<b>August</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			Do Federal 990-N tax reporting - must be done between July 1st and November 15th
<b>September</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			
<b>October</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			
<b>November</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			Pay Insurance
<b>December</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			
<b>January</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual	BAL - Handle Book Author Luncheon checks Delegate managing reservations	2nd payment Scholarship Checks to the recipients once determined appropriate by scholarship committee	
<b>February</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual			
<b>March</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual	Pay Saybrook Point Inn for the Book Author Luncheon based on # attending		Do the Annual Report to the State
<b>April</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual Prepare budget for the Board	Pay Harbor Books for Books for Luncheon Pay all Book Author Luncheon expenses		Minimally send out required tax thank you letters for all donations over \$250.
<b>May</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual	Prepare Financial Summary for the Book Author's Luncheon		
<b>June</b>	Treasurer Report - Prepare Monthly Report & Budget to Actual	Pay Deposit for Book Author Luncheon @ Saybrook Point		
<b>Other</b>		Donations from Website (transfer monies from PayPal into our account) - send thank you note.		